

Proposal Template

Fill in the blanks or answer the question and delete the prompts. Fill in more detailed information as needed. Revise as needed per individual foundation requirements.

Cover Letter:

(From) Letter Head (or your name and address)

Date: _____

(To) Contact Name: _____

Foundation Name: _____

Foundation Address: _____

City, State, Zip Code: _____

Dear M_ (title) __ (name) _____:

The (name of organization) is pleased to submit this proposal for grant funding under the (name of grant program/ category). The (name of organization)'s (name of project or program) has been created to solve the problem of (state the major need) by (state the major activities).

The (name of project or program) addresses the concerns of the (name of foundation / and category or grant program name) because (state the features of the program that relate to the stated mission or interests of the funder).

The (name of organization) has obtained monetary and / or in kind support from the following: (list organizations, companies, and community leaders that have already pledged support).

The amount of this request: (\$XX, XXX).

For further information, please contact: (Primary Contact Name, title, phone number, and address) at (any other facts, such as office hours).

Sincerely,

(Signature of writer or CEO)

(Typed Name and Title)

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Abstract of Proposal

Request From: (Name of Applicant) _____ Total Project Cost: _____

Contact Name: _____ Other Funds Committed: _____

Mailing Address: _____ Amount of This Request: _____

Name of Project: _____

Address of Project: _____ (May be different than the organization's main office)

Target Clientele:

Project Synopsis: (Briefly state why this project is needed)

(Briefly state the activity)

(Briefly state the method of delivery)

(Briefly state the benefits to be attained by sponsoring this project)

(Briefly state the number of units of service to be delivered)

Description of Organization

1. When was the organization founded:

2. Mission of the Applicant:

3. What role does it fulfill in the community:

4. State the connection between the funder's objectives and the activities of this applicant:

5. Names of board members:

6. Skills they possess:

7. Résumés of staff members:

8. The applicant's accomplishments:

9. How many staff and volunteers are there:

Statement of Need

1. This program was designed to address the problem of: _____

2. The number of people affected by this problem: _____

3. Special characteristics of those affected: _____

4. Barriers to resolution of the problem: _____

5. Source of this information: _____

6. Other efforts that address the problem: _____

7. Gap between size of problem and available resources: _____

8. Cite other studies of the problem: _____

9. Attach tables and graphs to illustrate the magnitude of the problem: _____

Program Description

- 1. Who: _____

- 2. Does What: _____

- 3. When: _____

- 4. Where: _____

- 5. Why: _____

- 6. How: _____

- 7. Tell how the community has supported the organization and/or this project: _____

- 8. Is this project duplicated in the community: _____

- 9. Can this project be replicated easily in other communities: _____

- 10. What is the project budget – revenues and expenses: _____

- 11. What is the long-term financial plan for the organization and program: _____

- a. Other funding sources: _____

b. In kind donation of services and materials: _____

Goals and Objectives

1. What is the unit of service: _____

2. How many units will be delivered: _____

3. Secondary impacts: _____

4. How many of those: _____

Program Evaluation

- 1. Who will be responsible for program oversight: _____

- 2. How will evaluations be conducted: _____

- 3. How often will the program be evaluated: _____

- 4. Who will review the evaluations: _____

- 5. What will be the involvement of the board: _____

- 6. What financial controls will be used: _____

- 7. Address specific evaluation requirements of the funder: _____

Summary

1. Closing statement summarizing the importance of this project in the community: _____

2. Restate the connection between the funder's objectives and the purpose of this project: _____

3. Reminder that the funder's support is vital to accomplishing the mission: _____

4. Thank them for their consideration and support: _____

Appendices

1. Copies of relevant media articles: _____

2. Letters of support: _____

3. Other exhibits that illustrate data: _____

4. Certifications required by funder: _____

5. Résumés if needed: _____

6. Copies of audit reports if required: _____

7. Copies of IRS letter of determination of tax exempt status if required: _____

8. Portfolio material if requested: _____

9. Photographs, videos, and the like only if permitted: _____

